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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

DANIEL H. HEYNS  
DIRECTOR

**DIRECTOR'S OFFICE MEMORANDUM 2013 - 8**

**EFFECTIVE:** January 1, 2013

**DATE:** December 13, 2012

**TO:** Executive Policy Team  
Administrative Management Team  
Wardens

**FROM:** Daniel H. Heyns, Director

**SUBJECT:** Transfer of Equal Employment Opportunity Services to Civil Service Commission

**SUPERSEDES DOM 2012 - 9 (effective 2/1/12)**

The equal employment opportunity (EEO) program was transferred to the Civil Service Commission effective April 18, 2010. As a result of this transfer of management functions, all investigations of employee discriminatory harassment complaints were placed under the jurisdiction of the Internal Affairs Division, Operations Support Administration (OSA), beginning April 18, 2010. The Internal Affairs Division also had jurisdiction to investigate allegations of employee civil rights violations beginning that same date.

The Administrator overseeing the provision of EEO services to the Department ("EEO Administrator") is responsible for referring discriminatory harassment complaints needing investigation to the Internal Affairs Division; the Manager of the Labor Relations Section, OSA, is responsible for referring allegations of civil rights violations needing investigation. The referrals shall be made on a Complaint Against Employee form (CAJ-307). These cases shall be investigated and processed consistent with requirements set forth in PD 01.01.140 "Internal Affairs" except that the EEO Administrator will be responsible for notifying the employee who made the discriminatory harassment allegation of the outcome of the investigation. Whenever disciplinary charges are issued, the disciplinary conference shall be conducted and any disciplinary sanctions imposed as set forth in PD 02.03.100 "Employee Discipline"; the EEO Office does not need to be consulted during the disciplinary process.

These changes will be incorporated into PD 01.01.140 "Internal Affairs" and PD 02.03.109 "Discriminatory Harassment" when they are next revised.